Dear Readers,

As the saying goes, "Hindsight is 20/20." How prepared are you and/or your business for a disaster? In this issue, Karen's Corner discusses the value of a Disaster and Survival Plan for your business. Donna's Diamonds spotlights the importance of being prepared before an unexpected medical emergency happens.

See the Sidebar: In celebration of National Preparedness Month (NPM), we're hosting a complimentary teleclass. Also, during September and October, we've got offers, promotions and discounts for help with Disaster Prep. Call or email for an appointment.

Don't be caught unprepared!
Karen Simon & Donna D. McMillan

Forward-to-a-Friend to Share This!

Donna's Diamonds

Be Prepared ... For a Medical Emergency

As a Girl Scout during my childhood, I learned many life lessons, such as "Be Prepared." The Scout motto means to always be in a state of readiness in mind and body. As a longtime Professional Organizer, I've witnessed how valuable being prepared is in client experiences, disaster preparedness and medical emergencies. Often, a health crisis will happen without warning, anytime and anywhere.

"That will never happen to me" many people believe -- they just don't want to think about the possibility! In reality, it's better to be prepared and never need it. According to AARP, a medical emergency can be a frightening, all-too-frequent experience that few people are prepared for. Are you???

Recently, a client was unexpectedly informed that she was having surgery in six days. She needed help to get things in order asap, so we got her ready to go by organizing ...

- VIP (very important paperwork) - Advance Directive, Power of Attorney, medical history, allergies, drugs, prescriptions, health insurance card, etc.
- People – list of personal and professional contacts’ info and designate ICE (in case of emergency) contacts in cell phone.
Check our Schedule for other upcoming classes!
Sept 17: New Skills for Your Digital Files
Oct 1: Information Overload!

>>NPM Specials<<
Limited Time: Sept & Oct ONLY

"Vital Documents Package" - $199 (reg. $249)
Includes:
- 30-45 minute phone consult to help identify & gather Vital Documents for your GO Bag.
- A one-year subscription to Safely Filed
- A one-hour lesson on how to set it up and identify emergency contacts to share with
- A half-hour follow up call about two weeks later.

All vital personal and legal documents should be updated frequently and stored together in a safe, convenient location. Inform loved ones, make copies for special people. Keep a log book of questions for doctors, insurance agents and other professionals.

This type of organizing project could be time-consuming, overwhelming and emotional. Are you, your family and friends prepared for a Medical Emergency? For experienced professional help, don’t wait. Contact us now!

Happy Organizing!
Donna D. McMillan
Ask me how to do it now.

Karen’s Korner
How Will You Stay In Business?

What steps will you or staff take when damage or loss occurs out of the blue? So much of what you'll do depends on a number of factors, e.g., what type of business you're in, what type of disaster, how much you depend on the income from the business. If you're like most small businesses, it's likely that you and your staff are highly dependent upon the funds earned by the business.

As a long-time computer consultant always stressing the importance of a backup system, I always ask clients, "How much data are you willing to lose?" It’s a question of risk. I learned from my 10 years working in the Risk Management Department of a large corporation that when disaster strikes, if you have a good plan in place, you minimize the amount of loss - plain and simple.

When working with clients to put together a Disaster Plan, we ask, "How much are you willing to risk?" They usually respond, "Not much." During our appointments, we provide worksheets, questionnaires and aides. Then, we coach them through five steps, asking questions to get to the most crucial information. Within a few hours, they're well on their way toward a completed plan.

"Small businesses that don't have a plan in place generally don't survive after a disaster, whether it's a flood or a tornado. We see that anywhere from 40-60 percent of those that are hit like that simply don't come back to business," said David Paulison, former executive director of the Federal Emergency Management Agency (FEMA). What are you waiting for? See this month's Blog for five steps to create a Disaster Plan.

Wishing you success always,
Karen L. Simon
Ask me how to do it now.

Need a speaker for your next meeting or event?
Contact Us for Details

Check out our Blog for organizing articles & ideas for getting organized! Ask a question, leave a comment there, we'd love to hear from you!

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